

2.1 REQUESTING A COMPANY ACCOUNT

A carrier (or permitting service) may request a company account with the State either by mail, in person, or online. The online process corresponds to the physical M-201 and M-203 paper forms. A company account is required for the company to do OSW-related business with the State.

Company representatives can submit this information online, or they can mail-in or walk-in the information using the M-201 or M-203 form to the MCSD service center. Authorized MCSD users will enter the M-201/203 form information into the OSW system.

Screen 1: Start the Request

Each user has a “home page” for the OSW system that is customized to show the specific functionality that the user is authorized to access. Customers without access to the system have an “anonymous” home page with limited information, while MCSD supervisors have the greatest access to system functionality.

Users that have the ability to enter a company request will find a menu item titled “Request Company Account” in their menu bar. [The graphic below comes from a menu for a MCSD supervisor.] Clicking on the menu item will start the request.

Apply for Amendment	Queue Statistics	Transaction Queue
Apply for Permit	Total Applications in Queue: 3	Pending Junior Agent:
Approve/Reject (Permit/Company)	Oldest Applications in Queue: 1/14/08 3:27 PM	Pending Senior Agent:
Cancel An Application	Total Applications Reviewed by Agents Today: 0	Permit Service Account Application
Download and Print PDF Permit Image	Total Applications Approved by Agents Today: 0	1. (4) 1/14/08 03:27 C BIG TRUCK II 123567890
Log/Review Supporting Documentation	Total Applications Approved Overall Today: 0	Carrier Account Application
Log Violation		2. (4) 1/14/08 03:27 C DARK SIDE 123456781
Manage a Company Profile	Temporary Individual Queues	Carrier Account Application
Manage Bond in Company Profile	None.	3. (4) 1/14/08 03:27 REBEL FREIGHT 124567873
Manage Envelope Routes		Pending INDOT Agent:
Manage Fee Rules		Pending INDOT Engineer:
Manage Road Restrictions		Pending ISP Scheduler:
Manage Special Provisions		Pending Supporting Documentation:
Manage System Configuration Data		Carrier Account Application
Manually Expire Permits Permit Applications		1. (4) 1/14/08 03:27 6306612847 JOKERCORP 123211574
Override Fees		
Pay for Applications		Permitting Service Registration
Publish Online Help		SUN No 1/14/08 Billy Joe ps-
Register for Special Weight		FEIN: 000000333 Holds 3:27:50 Sun 333-333-3333
Reports		ONHOLD PERMIT SERVICE, INC On 1/15/08 Billy Joe ps-
Request Company Account		FEIN: 001212124 Hold 3:27:50 555-555-5550
		IBM No 1/16/08 Billy Joe ps-
		FEIN: 000000555 Holds 3:27:50 IBM 987-654-3210

Screen 2: Enter Company Information

The next screen is where the data entry for the company information will occur. The screen is divided into 10 data entry sections, each corresponding to a specific category of information required. Unless indicated below, all fields are required.

The process for filling out these fields is as follows.

The **Basic Account Information** section captures the official information by which the company will be referenced in the system. The *OSW account type* can be one of two choices:

- A *carrier* that actually operates the vehicle; or
- A *permitting service* that purchases permits on behalf of carriers.

The legal name field captures the name by which the company will be referenced in the system. For carriers, this is the name that will be printed on all permits.

If the business type field was set to a carrier, the user will be asked to provide the *Federal Motor Carrier* number. However, this is not a required field. If the business type field was set to a permitting service, this field is not required.

Account identification is needed to provide the OSW system with a unique code for the company. Most companies will provide their *Federal Employee Identification Number* (FEIN). Sole proprietors, however, will often not have an FEIN; therefore the system requires the *Social Security Number* for companies that are sole proprietorships.

The vast majority of motor carriers must have a **U.S. DOT number**. There are specific exemptions to this rule, however. If the carrier has a valid exemption, the exemption checkbox should be selected. If not, the carrier's U.S. DOT number will be required.

This section of the screen will disappear if a permitting service is selected as the company type.

The next item is the **physical address** of the company, consisting of four items:

1. *Street Address* (only the first line is required);
2. *City*;
3. *State* (from a drop-down list of choices); and
4. *Postal Code*.

Foreign carriers have two additional fields, corresponding to the *jurisdiction* and *country* of their company. These fields are only required for companies without a physical address in the United States.

Many companies will have a **mailing address** that is identical to the physical address. In these situations, just place a check mark in the corresponding box, and the system will copy in all of the physical address information. Otherwise, the fields for mailing address are identical in requirements to those for the physical address.

The screenshot shows a web browser window titled "Company Information - Microsoft Internet Explorer". The address bar displays a URL from "cvsdev2.int.camsys.com". The left sidebar contains a list of navigation links: "View Approved Permit Applications", "View Summary of Escort Needs", "Pay for Applications", "Add to Escrow Account", "Download and Print PDF Permit Image", "Manage Fee Rules", "Manage Special Provisions", "Manage System Configuration Data", "Manage a Company Profile", "Manage Bond in Company Profile", "Manually Expire Permits Permit Applications", "Manage Envelope Routes", "Manage Road Restrictions", "View an Issued Permit", and "Log Violation".

The main content area contains the following sections:

- USDOT Exemption:** A checkbox labeled "Check here if you're involved in the occasional transportation of personal property, not for compensation, nor in the furtherance of a commercial enterprise:".
- USDOT Number:** A text input field labeled "USDOT:".
- Physical Address:** Fields for "Line 1:", "Line 2:", "City:", "State:" (a dropdown menu with "Choose a State" selected), and "Postal Code:".
- State or Province:** Fields for "State or Province:" (a dropdown menu with "Choose a State or Province" selected) and "Country:".
- Mailing Address:** A checkbox labeled "Same as physical address:" and fields for "Line 1:" and "Line 2:".

The next set of information is the **contact information** for the company. Each company requires a point of contact. The *first name*, *last name*, *primary phone number*, and *fax number* are required. The *middle initial*, *suffix*, and *alternate phone number* are optional. For online carriers, e-mail address is required; for all other users, it is optional. Phone numbers should be in the format 888-555-5555.

The screenshot shows a web browser window titled "Company Information - Microsoft Internet Explorer". The address bar displays a URL: <http://cvsdev2.int.camsys.com/in-dor-osow1.0.18/app/app-submission/company-req-acct/requestCompanyAccount.action?pa>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains buttons for Back, Forward, Home, Search, Favorites, Media, and other standard browser functions. A Google search bar is visible below the toolbar. On the left side of the page, there is a sidebar with a blue background and a logo featuring a torch and stars. The sidebar contains links for "Resolve Violation", "Reports", and "Publish Online Help". The main content area is divided into several sections. The first section contains fields for "City:", "State:" (with a dropdown menu labeled "Choose a State"), "Postal Code:", "State or Province" (with a dropdown menu labeled "Choose a State or Province"), and "Country:". The second section, titled "Contact Information", contains fields for "First Name:", "Last Name:", "Middle Initial:", "Suffix:", "E-Mail:", "Primary Phone:", "Alternate Phone:", and "Fax:". The "E-Mail:" field has a note below it: "Use: 000-000-0000 format". The third section, titled "Online Account Information", is partially visible at the bottom of the form.

The remainder of the data entry involves general **online account information**. For mail-in or walk-in company requests, MCSD staff must enter the batch ID and item number assigned to the application request as part of MCSD's document logging and filing protocol. Storing the batch ID and item number in the system makes it easier to retrieve the original document should questions arise.

The final three fields are optional checkboxes corresponding to specific functionality within the system:

1. *Escrow* is a payment mechanism available that allows a company to submit funds in advance to MCSD and then draw against those funds as permits are purchased. Escrow is not required, but is often considered a convenient method by companies;
2. *Batch XML* allows companies that purchase a large volume of permits to bypass the data entry for each permit and submit a series of permits in a single file. Batch XML is most appropriate for companies that store permit request information in their own legacy system, where the system can gener-

ate the file. For these companies, Batch XML reduces data entry. Each company is responsible for creating its own batch XML file; and

3. *E-mail Notifications* are available if an e-mail address has been provided to notify the company about various events in the system. Examples include a notification that permit review has been completed, a notification that the company has been placed “on hold” for a violation, and a notification that a company’s escrow balance has fallen below a defined threshold.

Company Information - Microsoft Internet Explorer

Address: <http://cvsdev2.int.camsys.com/in-dor-osow1.0.18/app/app-submission/company-req-acct/requestCompanyAccount.action?pa>

Middle Initial:

Suffix:

E-Mail:

Use: 000-000-0000 format

Primary Phone:

Alternate Phone:

Fax:

Online Account Information

Batch Id:

Item Number:

Use Escrow: ☐ Escrow allows a company to deposit money into a State holding account that can be used to pay for permit applications as they are ordered.

Use Batch XML: ☐ Please contact the State to obtain an XML file definition or an Excel tool used for creating your XML batch permit submission file.

Email Notification: ☐

Cancel Next

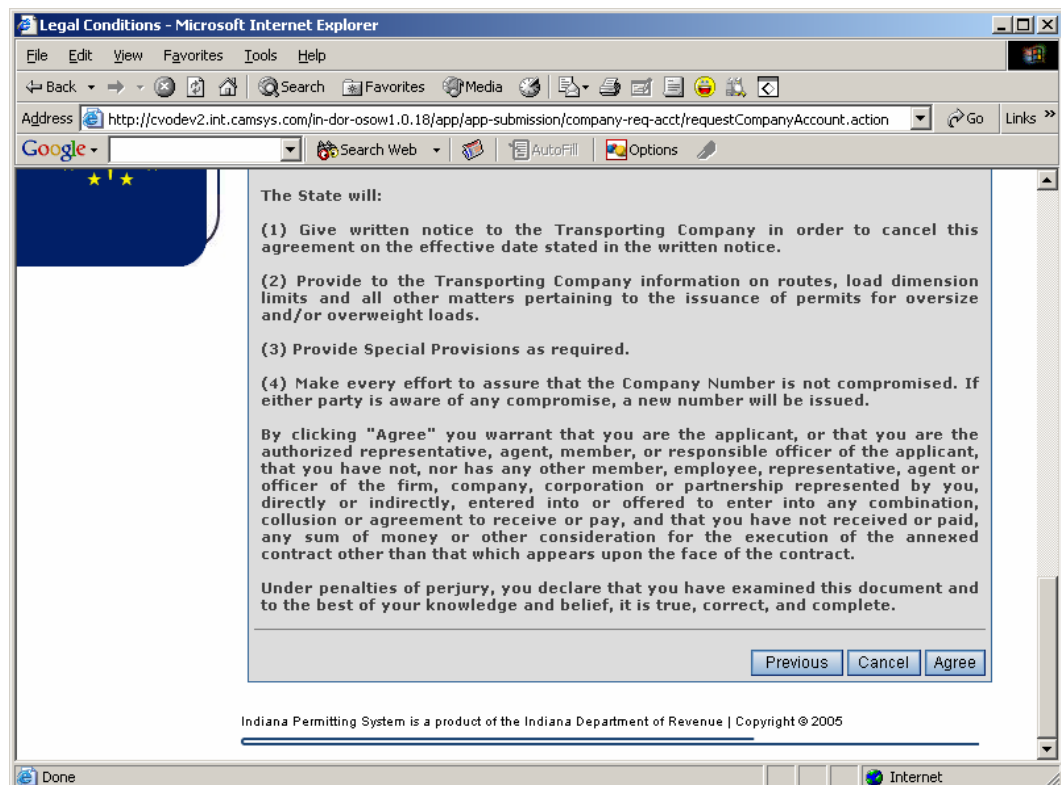
Indiana Permitting System is a product of the Indiana Department of Revenue | Copyright © 2005

Once the user has completed the above data entry, the user can proceed to the next screen by clicking the “Next” Button.

Screen 3: Review Legal Conditions

The next screen provides the user with the legal conditions for a company account. The legal conditions differ based on the type of company account requested. The user must affirm that the conditions were read and that the company agrees to the conditions. [For MCSD users, the M-201/203 paper forms have a company signature block where such an affirmation is made.]

The user clicks on the “Agree” button to continue. The user also may choose to go back to the previous screen, or cancel the entire application.



Screen 4: Confirm the Request

The final screen requests that the user confirm the information submitted on Screen 2. All of the information is provided, and the user must click the “Confirm” button to actually submit the application for review. The user also may choose to go back to the previous screen, or cancel the entire application.

When a company clicks the “Confirm” button, they are returned to the home page. When MCSD users click the “Confirm” button, they are immediately taken to the appropriate screen to approve the request, as described in the next section.